

ANIMAL CONTROL SUPERVISOR

DEFINITION

To supervise subordinates and participate in collecting, disposing of and impounding unlicensed, stray, ill and dead animals; to investigate complaints and enforce animal services regulations.

DISTINGUISHING CHARACTERISTICS

This is a civilian classification, responsible for providing field and shelter supervision over Animal Control Officers as well as Animal Care Attendants, clerical staff and volunteers as directed. The person occupying this position may be expected to work unusual hours, including rotating shifts, weekends, holidays and during emergencies. In addition, this position is expected to handle most operating problems personally encountered or referred by subordinates without help from the Animal Services Manager. This may include sole responsibility for scheduling, coverage, and supervision of division staff one or more days a week. This position requires incumbents to serve in scheduled on-call status.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Animal Services Manager. Responsibilities include the direct and indirect supervision of field, shelter and clerical staff and volunteers.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

1. Performs moderately complex work involving the operation of the Animal Services Bureau.
2. Supervises and directs Animal Control Officers and participates in responding to calls and complaints from the public regarding stray, vicious, diseased or dead animals.
3. Collects and accounts for license and other fees.
4. Issues violation notices and Court citations.
5. Transports stray, sick, injured and dead animals.
6. Assists in receiving, feeding and caring for, or disposition of impounded animals.
7. Supervises and may assist in the maintenance and cleaning of the animal shelter.

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8. Investigates animal-bite cases.
9. Represents the City and testifies in Court on cases of violation of

animal service laws.

10. Uses tranquilizing equipment and firearms.
11. Performs euthanasia.
12. Trains, schedules and coordinates work assignments for Animal Services personnel and volunteer programs.
13. Assists in the liaison between other agencies and the community at large.
14. Prepares performance evaluations, special projects, written and statistical reports.
15. Makes public presentations.

QUALIFICATIONS

Knowledge, Ability and Skills

- A. Knowledge of state and local laws and regulations governing, licensing, impounding, care and destruction of animals.
- B. Knowledge of symptoms of common diseases of animals.
- C. Ability to recognize and identify various types of animals encountered in this type of work.
- D. Ability to communicate clearly and concisely, orally and in writing.
- E. Ability to plan, schedule and motivate Animal Services personnel.
- F. Ability to meet and effectively deal with the public.
- G. Ability to make decisions during emergencies and emotional circumstances.
- H. Ability to deal with emotional issues involving humane care of animals.
- I. Ability to work unusual hours such as weekends, holidays and during emergencies.

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EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of increasingly responsible experience in the field of animal services including one year in a supervisory capacity.

Education

Equivalent to completion of 12th grade.

Related education and training may be substituted up to one year of experience.

License and Certificate

Possession of a valid Class C California Driver's License by the time of appointment.

Obtain a certificate form the California Commission on Peace Officers Standards and Training covering laws of arrest and safety in firearms as described in Chapter 4.5, Section 832 of the Penal Code within 90 days.

PROBATIONARY PERIOD: One Year

786CS91

December 1981

Revised: September 1991

AAP GROUP: 14

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt